

# Logging In and Navigating to Your Website Folders

Direct your browser to <http://staging.nv.gov> and log in using your State email login credentials.

The screenshot displays the NV.gov Web Staging Environment interface. At the top, it features the Nevada state seal and the text "Enterprise Information Technology Services Web Staging Environment". A navigation bar includes links for "8.0 ENVIRONMENT", "DEMO WEBSITE", and "SITE STATUS". The main content area contains a blog post titled "Official State Webteam Blog" with a welcome message and a "Work Area Login" button. A yellow callout box points to the "login" button within the "Work Area Login" box, stating "Clicking on this...". Below the main content, there is a "Sync to Production Status" section with a table of sync times and a "Agency" Template Version section with build information. A footer menu lists various site sections like "Executive", "Legislature", "Alerts", "Help", and "About Nevada".

Sync Time	Date	Time
9am Sync:	1/5/2012	@ 9:00:03 AM
12pm Sync:	1/6/2012	@ 12:09:52 PM
3pm Sync:	1/5/2012	@ 3:00:06 PM
6pm Sync:	1/5/2012	@ 6:00:17 PM

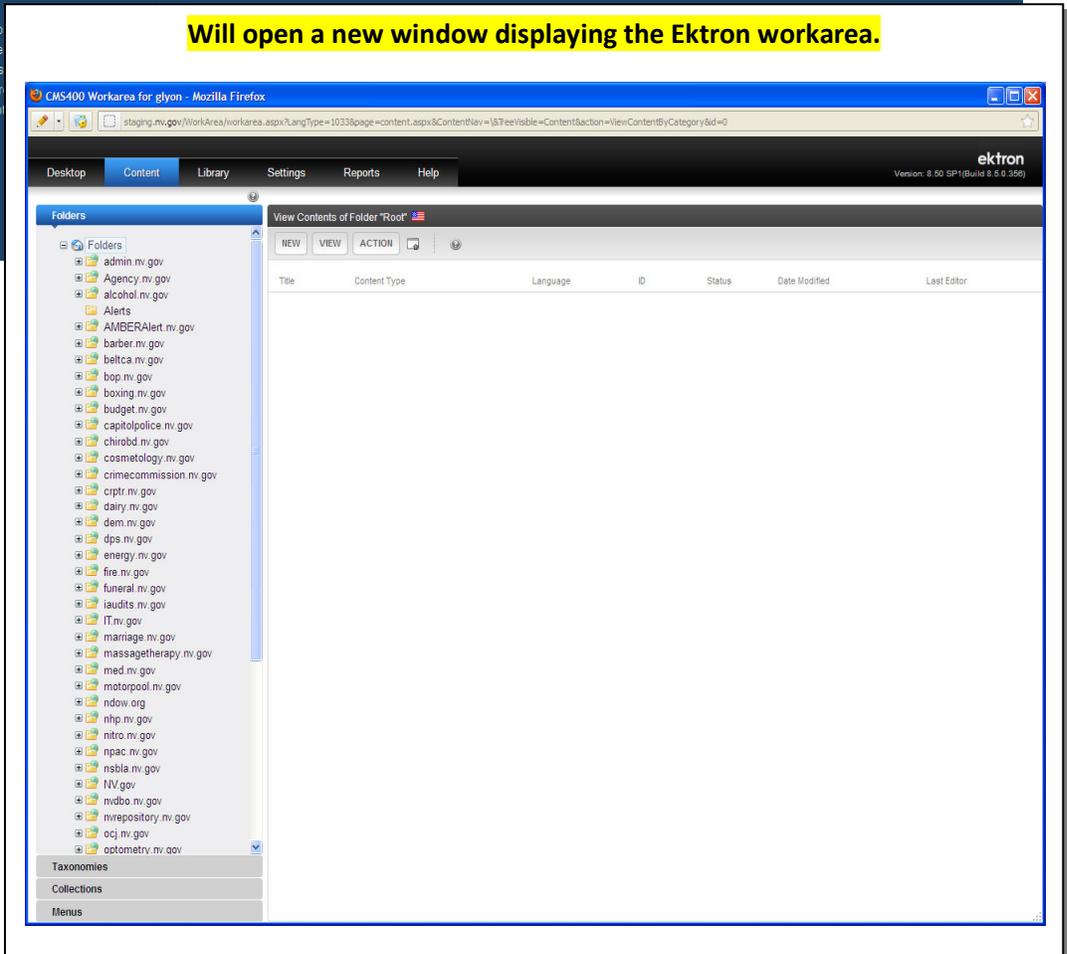
**"Agency" Template Version**  
Current Build: 2.1.005  
Build Date: 12-20-11

**CMS400 Login**  
User: glyon  
Pwd: [masked]  
Login Cancel

**...will cause the login dialog to appear.**

# Ektron Website Quick Reference

Select the "Workarea" button...



# Ektron Website Quick Reference

The screenshot shows the Ektron CMS400 Workarea interface. The browser title is "CMS400 Workarea for glyon - Mozilla Firefox". The address bar shows the URL: "staging.nv.gov/WorkArea/workarea.aspx?LangType=1033&page=content.aspx&ContentNav=\\&TreeVisible=Content&action=ViewContentByCategory&id=0". The interface has a navigation menu with "Desktop", "Content", "Library", "Settings", "Reports", and "Help". The "Content" menu is selected. The "ektron" logo and version "8.50 SP1 (Build 8.5.0.356)" are in the top right.

The left sidebar shows a "Folders" tree. The "play.nv.gov" folder is selected, and its plus sign (+) is highlighted by a yellow callout box. Below the folders are sections for "Taxonomies", "Collections", and "Menus".

The main area shows "View Contents of Folder 'User 1'". It has a toolbar with "NEW", "VIEW", "DELETE", and "ACTION". Below is a table of content items:

Title	Content Type	Created	Last Editor
Carousel	Smart Form	06:44 AM	GLyon, GLyon
Documents	Smart Form	50:50 AM	GLyon, GLyon
Glossary	Smart Form	49:49 AM	GLyon, GLyon
Initiative Box	Smart Form	54:44 AM	GLyon, GLyon
Links	Smart Form: Links	1302 A 1/9/2012 8:49:00 AM	GLyon, GLyon
Meetings and Agendas	Smart Form: Meetings & Agendas	1304 A 1/9/2012 8:50:18 AM	GLyon, GLyon
Page	Smart Form: Page	1306 A 1/9/2012 8:51:26 AM	GLyon, GLyon
Press Release	Smart Form: Press Release	1307 A 1/9/2012 8:51:59 AM	GLyon, GLyon
Slides	Smart Form: Slides	1309 A 1/9/2012 8:53:37 AM	GLyon, GLyon
Social Media Links	Smart Form: Social Media Links	1312 A 1/9/2012 8:55:15 AM	GLyon, GLyon
Staff List	Smart Form: Staff List	1308 A 1/9/2012 8:52:51 AM	GLyon, GLyon
Tabs	Smart Form: Tabs	1313 A 1/9/2012 8:55:43 AM	GLyon, GLyon

**Select the plus sign (+) next to your domain name (i.e. play.nv.gov) and navigate to the folder where the page you want to edit is located.**